AOS 205 : Advanced Microsoft Word

Credits 5

Quarter Offered Fall

Develop advanced word processing skills in Microsoft Word and associated technologies. Create multipage and research papers; apply automated functions; collaborate and share documents, build electronic forms, apply advanced graphical tools. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. This class may include students from multiple sections.

Prerequisites

AOS 105 or CAT 130

Course Outcomes

Apply critical thinking skills to complete real-world projects.

Combine technical skills to complete independent core concept reviews.

Format multi-page research reports.

Create and modify styles, templates, and themes.

Integrate Word with other software programs.

Create and format advanced graphics.

Build and complete interactive forms.

Customize Word functions and display.

Interact and share information in the Cloud.